

**Date:** April 10, 2001

**To:** Conservation District Procedure Manual Holders

**From:** Deborah Schenck, Contracts Specialist

**Subject:** Procedure Manual Revision 46 Includes Changes to Sections 340 & 360 – Use & Record of Funds, Basic Funding Match Program and Basic Funding Match Program Application

**SPECIAL NOTICE:**

**This year only**, if you have not already submitted your Annual Financial Report, Annual Plan of Work, and Internal Audit Report for 2000, submit these by May 15, 2001 with the Basic Funding Application and Money & Program Management Standards update. Any district requesting Basic Funding for FY 2002 will be denied if these are not received by May 15, 2001. The remaining funds will be distributed among those districts that meet the deadline.

From this point forward, all reporting and planning due dates will be enforced.

**Summary of revisions:**

1. **Section 340 Management Standards** – Money & Program Management Standards and Certification forms are updated at the beginning of each new biennium.
2. **Section 360 BFM, Pages 1-6** – Various reports are required for the Basic Funding Program. The Calendar on page 1 indicates the plans and reports that are due throughout the year. These impact Basic Funding distribution. It is important that districts meet these due dates. Many of you have already missed the March 1 due date for the Annual Financial Report. April 1 is the usual due date for your Annual Plan of Work. **SEE SPECIAL NOTICE ABOVE.**
3. **Section 360 BFM - C** – (Basic Funding Match Program Application Forms A, B, & C). The mileage rate for Calendar Year 2000 (*January 1, 2000 to December 31, 2000*) was \$.325/mile. The rate changed again to \$.345/mile on January 1, 2001 (*see In-Kind Accounting for Interlocal Costs in Lieu of Cash*).

**Instructions to Conservation District Procedure Manual Holders:** This is the forty-sixth numbered revision to the Conservation District Procedure Manual. Instructions for updating the manual are on the back of this page. If you do not have an updated manual, contact your Field Operations Manager.

**Instructions to Conservation District Procedure Manual Holders:**

**Revision No. 46 – Sections 340 Use & Record of Funds and 360 Basic Funding Match Program**

1. If you do not have a Procedure Manual, contact your Field Operations Manager.
2. If you are missing revisions prior to this one, contact the Commission's Olympia office.
3. Fill in the blanks after line #46 on the Index of Manual Revisions as follows:

<u>#</u>	<u>Sec.</u>	<u>Issued</u>	<u>Subject</u>	<u>Date</u>	<u>Who</u>
46	340	3/16/01	Use & Record of Funds	Date Inserted	Your Initials

4. Remove and recycle the following pages:

Section 340 Management Standards (pages 9 & 10 from June 1, 1998)

Section 360 BFM (pages 1 - 7 from March 17, 2000)

Section 360 BFM – C (pages 1 - 5, including the In-Kind Accounting for Interlocal Costs Form)

Do not remove the Basic Funding Policy Position (BFM – A, pages 1-3) or the Basic Funding Law (BFM – B)

5. Insert the new Section 340 – Money & Program Management Standards Forms
6. Insert the new Section 360 BFM which includes:

Section 360 BFM (pages 1 - 6 dated April 10, 2001)

Section 360 BFM – C (pages 1 - 5, should be inserted following BFM – B)
7. Insert this purple numbered revision cover memo behind the tab "Revisions" and in front of all other revision cover memos.

If you have questions about the Basic Funding Match Program section of the Procedure Manual, contract either your Field Operations Manager or the Conservation Commission grants staff.

Attachments

## BASIC FUNDING MATCH PROGRAM

### ELIGIBILITY

Basic Funding Match is available to all conservation districts that meet the requirements described in this section and in the application forms. Basic Funding requires a dollar for dollar cash match. Districts are required to submit reports including their Annual Financial Report, Annual Internal Audit Report, Annual Report of Accomplishments for the prior planning year, Annual Plan of Work for the current year, board minutes for the previous calendar year, and quarterly and final grant reports. Districts must also certify that they meet money and program management standards.

### APPLICATION and FORMS

Districts must submit a BASIC FUNDING MATCH APPLICATION (Exhibit 360 BFM – C) by June 1 each year. The Basic Funding program calendar follows:

When is it Due	What is Due for Basic Funding	From	To
March 1	Annual Financial Report for preceding calendar year (due to State Auditor May 31)	District	Commission
April 1	Annual Plan of Work	District	Commission
May 1	Internal Audit Report	District	Commission
May 1	Update Program and Money Management Standards – due biennially on odd-numbered years	District	Commission
May 1	Basic Funding Match Application – to get money as soon as possible.	District	Commission
<b>June 1</b>	<b>Deadline for Basic Funding applications</b>	District	Commission
July 1	Basic Funding payments – to qualifying districts	Commission	Districts
September 1	Annual Report of Accomplishment – report of previous year's plan	District	Commission

### DUE DATES

- ✓ The Annual Report of Accomplishments is due September 1 each year, reporting accomplishments outlined in the district's Annual Plan.
- ✓ The Annual Financial Report for the last calendar year (*January 1 through December 31*) is due on March 1 to the Commission in order to meet the Basic Funding deadline. This is due to the State Auditor no later than May 31; but you can send it to the Auditor when you send it to us.
- ✓ The Annual Plan of Work is due April 1 each year. The Annual Plan is driven by the district's long-range plan (see section 400 Program Planning and Reporting, page 14).

Districts that meet report and plan deadlines and send the application by

May 1 will get their first Basic Funding check as soon as possible. Form C1, Basic Funding Match Claim gives the Commission staff needed information to calculate match for all districts. Claims for Crossover Match received after June 1. (See CROSSOVER MATCH).

**The last date Basic Funding applications will be accepted is June 1.**

## STATE LAW AND FUNDING

In 1989, the Washington Association of Conservation Districts (WACD) asked the state legislature to provide "basic funding" for conservation district activities. The legislature responded by amending the Conservation District Law to authorize the Conservation Commission to award annual matching grants to conservation districts to be used for activities permitted under the conservation district law (see Section 360 BFM – B, Basic Funding Match Law – RCW 89.08.410).

## MATCH REQUIRED

The state basic funding match law authorizes the Commission to award basic funding matching grants "... (1) an amount equal to the total moneys obtained by the conservation district from all other sources, other than any grants obtained from the state, during the preceding calendar year; or (2) twenty-two thousand five hundred dollars..." This requires the district to show one dollar of local matching money for every dollar of basic funding match money received. (See RCW 89.08.410)

Full support for basic funding (\$22,500 for each district each year) would be \$1,080,000 per year or \$2,160,000 for the two-year biennium. Since 1989, the legislature has not appropriated enough money to fully support the basic funding match program.

## ELIGIBLE MATCH

Districts must report and claim eligible match moneys obtained in a calendar year (January 1 – December 31) as match for basic funding awarded in the following state fiscal year (July 1 – June 30). "Matching Year" means the year in which the required match money must be reported and claimed. (see RCW 89.08.410)

## SOURCES OF ELIGIBLE MATCH

The Conservation Commission has adopted Eligible Match policy that defines acceptable sources of local match. See Section 360 BFM – A, Conservation Commission Policy Position – Washington State Basic Funding Match Program for Conservation Districts (Revised 3/20/95).

Any money obtained by the district during the previous calendar year, other than grants obtained from the state, is eligible as match for basic funding. (Nonrevenues do not qualify as match for Basic Funding.) Eligible sources of local match include, but are not limited to:

### 1. **Gross Income** (examples with some BARS Codes)

- plant material sales (343.11)
- equipment rental (362.XX)
- facilities rental (362.XX)
- directory sales (341.XX)
- interest (361.11)
- product sales (gravel) (343.11)
- sale of assets (395.10.XX)
- contracted services (341.XX)

- advertisements (341.XX)
- recycling program (343.11.XX)

2. **Other Income** (examples with BARS Codes)

- federal direct grants (331.XX)
- federal pass-through grants (*i.e. federal money administered by a state agency*) (333.XX)
- assessments (337.XX)
- fees (341.XX for collection of Burn Permits) (Could also be 338.XX)

**DEFINITION:**

The Commission interprets “a grant obtained from the State” to include:

**GRANTS OBTAINED FROM THE STATE**

1. A direct grant of state money to a district under a contractual arrangement, including water quality grants from the Conservation Commission, Department of Ecology or other state agency. (Use BARS Code 334.XX.XX)
2. Pass-through grants of state money given to the district by a local government agency to administer and perform an entire grant project. The pass-through agency may retain a small amount of the grant money for administrative services, such as processing reimbursement requests, but is not involved in the direct supervision of grant project activities. (Use BARS Code 334.XX.XX)

**DEFINITION:**

The following are **not** considered grants “obtained from the state,” and are eligible as match for Basic Funding:

**GRANTS NOT FROM THE STATE**

1. Interlocal grants, entitlements, impact payments and In-Lieu Taxes - Cash or other assets furnished by one local government to the district, other than for services rendered or goods provided. (Do not confuse interlocal grants with grants received from another local government but originating from the federal or state government.) (Use BARS Code 337.XX.XX)
2. Intergovernmental Service Revenues - Revenue derived by one government for performing a service that is the statutory responsibility of another government. (Use BARS Code 338.XX.XX)
3. Federal pass-through money administered by a state agency (such as Department of Natural Resources Stewardship grants). (Use BARS Code 333.XX.XX)

**Correct BARS Coding Can Increase Your Basic Funding Match**

The correct BARS Code is included in parentheses after the definitions above. Incorrect coding can reduce your basic funding match. For example, if you code federal money administered by a state agency to BARS Code 334.XX.XX, it will not be counted as match for Basic Funding.

### **Match Used for Basic Funding Can Also Match Commission Grants**

The local match claimed for basic funding match may also be used to meet the match requirement for Water Quality grants awarded by the Conservation Commission of twenty-five percent for Competitive and ten percent for Implementation grants.

#### **DEFINITION: CROSSOVER MATCH**

Crossover Match means money claimed by the district as match in the year it was obtained rather than the year received. The money must be received before the district applies for basic funding. Crossover Match may be claimed by the district as basic funding match in either one, but not both, calendar years. District records and the basic funding application must clearly identify the year in which Crossover Match is claimed and document both the date obtained and the date received.

A district is not required to claim Crossover Match. Claiming Crossover Match requires extra paper work. This may be worth it if the district's share of basic funding is increased significantly to meet the minimum match required.

The basic funding law defines match as "money obtained during the preceding calendar year." The Commission's interpretation of the law is based on Webster's definition of obtain – "to gain possession by intention." Based on this definition, a district can choose which year to claim money obtained in one year and received the following year.

The Commission will turn down a claim for Crossover Match received after June 1.

#### **INTERLOCAL MATCH**

Interlocal Match allows a district to claim the costs of goods and services provided to the district by another government agency to be used "in lieu of cash" to meet the requirement for Basic Funding Match. **Interlocal match will only be accepted if the level of your district's cash match will not allow you to receive the maximum amount of Basic Funding available for that year.** To be eligible as match, the Interlocal cost contributions must meet the following requirements:

1. Interlocal costs claimed as match must be contributed by another government agency (includes county/city government).
2. No more than half (50%) of the Basic Funding match requirement may be met by documenting Interlocal costs.
3. Actual contributions must be documented during the calendar year preceding the Basic Funding Match Program fiscal year. Interlocal costs cannot be claimed as Crossover Match.
4. The district cannot reimburse the other government entity for the in-kind contributions claimed as match.
5. The costs claimed as match must be eligible costs if incurred by the district.

6. The costs claimed as match must be documented as contributed by the other governmental agency and certified as received by the district.
7. The costs claimed as match must be documented in the same way as costs incurred by the district.
8. Interlocal Match Claims for contributions made must be supported by an "Interlocal agreement" between the other governmental agency and the district. The Interlocal agreement must itemize goods and services to be contributed and estimate cash value.

The advantage of Interlocal Match is that it may increase basic funding available for some districts. Disadvantages include the need to create a "tracking/reporting system" and confusion since this broader interpretation is inconsistent with the "cash" accounting system used by districts and reflected in the annual financial report.

#### **NOT ELIGIBLE FOR MATCH**

A district may not claim the following as local match for basic funding:

1. Money already claimed as basic funding match (coded as nonrevenues), such as:
  - Conversion of cash-type asset into another cash-type asset (sale of investments). (Use BARS Code 384.XX.XX)
  - Sales and leasehold excise taxes collected on behalf of the state or other entities. (Use BARS Code 386.XX.XX)
  - Reimbursements and refunds (Use BARS Code 389.XX.XX)
2. Grants of state money to the district by state agencies including the Conservation Commission and the Department of Ecology. State money pass-through grants are also included. (Use BARS Code 334.XX.XX) See also discussion of "grants obtained from the state" under ELIGIBLE MATCH.

#### **DOCUMENTING AND CERTIFYING MATCH CLAIMS**

The district is responsible for documenting, supporting, and certifying match claims as follows:

1. The district must keep on file records and supporting documents showing the source(s) of match claimed. The **match claimed must be included in the Annual Financial Report due March 1**. These records and supporting documents must be available for review upon request by Commission staff or auditors designated by the Commission, including but not limited to state auditors.
2. In order to be eligible for basic funding, the district must report and claim match on basic funding application forms provided by the Commission. (See Application and Instructions, Forms A - C1 and C2)
3. In order to facilitate reconciliation of Crossover Match Claims with the

Annual Financial Report, supporting documentation must be submitted in the year the Crossover Match is claimed. Crossover match must also be reported twice – first in the year claimed and again in the next year. (See Application and Instructions, Forms C1 and C2)

4. The District Treasurer must sign the Basic Funding Match Claim form (Application, Form C1) to certify that the claim is accurate and complete, claimed in one year only, documented in district records, and available for audit or review by the auditor, Commission staff, or financial or program auditor designated by the Commission.

#### **MANAGEMENT STANDARDS and CERTIFICATION**

Districts that accept Basic Funding are expected to meet Money and Program Management Standards established by the Commission or request a deviation from these standards. Future funding may be withheld from districts that do not comply or make reasonable efforts to comply with the standards. (See Procedure Manual, Section 340, Section I Bookkeeping for additional instructions and Management Standards forms.)

A district may deviate from standards: 1) for an approved Reasonable Alternative, or 2) during implementation of an approved Action Plan to meet the standards.

A district must submit new money and program management standards certification biennially on the odd years.

#### **BASIC FUNDING MATCH DISTRIBUTION**

The Basic Funding Match Program Application includes one A-19 Invoice Voucher form to be signed by an authorized district signatory. Commission staff will distribute the basic funding match to districts in a single check.

#### **WHERE TO GO FOR MORE INFORMATION**

**EXHIBIT 360 BFM-A Basic Funding Match Program Policies**

**EXHIBIT 360 BFM-B Basic Funding Match Program Law**

**EXHIBIT 360 BFM-C Basic Funding Match Program Application**





## Washington State Conservation Commission Basic Funding Match Program Application

\_\_\_\_\_ Conservation District

Form B: Application Checklist

Page \_\_\_\_\_ of \_\_\_\_\_

### ***Basic Funding Match Application Checklist***

**Instructions:** This checklist will help district and Commission staff keep track of forms and requirements. You may copy or retype forms. Send only the forms that apply to your district. After you are finished, number each form in the upper right hand corner. **Don't forget to add required signatures before sending.** Check boxes below as forms/tasks are completed.

☐ FORM A**APPLICATION FACE SHEET**☐ FORM B**APPLICATION CHECKLIST**

- ☐ Money & Program Management Standards and Certification Statement - attached or on file with the Commission (updated biennially on the odd years)
- ☐ Request(s) for Deviation(s) - attached or on file with the Commission
- ☐ Annual Financial Report for the last calendar year (due March 1) - attached or on file with the Commission
- ☐ Annual Internal Audit for the last calendar year - attached or on file with the Commission (if no state audit)
- ☐ Annual Plan of Work (due April 1) - attached or on file with the Commission
- ☐ Annual Report of Accomplishments (due Sept. 1, prior year) – on file with the Commission
- ☐ Monthly Board Meeting Minutes on file with the Commission
- ☐ Required Final and Quarterly Commission Grant Reports - up-to-date and on file with the Commission

☐ FORM C**BASIC FUNDING MATCH CLAIMED**

- ☐ **Certification Signed and Dated** by Conservation District Treasurer is attached
- ☐ Documentation for **Crossover Match Claim** is attached
- ☐ Documentation for **Interlocal Match Claim** is attached
- ☐ Copy of **Schedule 04** from the Annual Financial Report for the last calendar year is attached or on file with the Commission

☐ VOUCHER**ONE SIGNED STATE INVOICE VOUCHER (A 19-1A)**

- ☐ **Voucher Signed and Dated** by Authorized District signator is attached

# Washington State Conservation Commission

## Basic Funding Match Program Application

**Conservation District**

Form C1: Basic Funding Match Claimed *(Instructions on next page)*

Page \_\_\_\_ of \_\_\_\_

### Break Out of Match by Years Obtained, Received, Claimed

Instructions:		Column A	Column B	Column C	Column D
See Form C2 (on back) for instructions and definitions.		Revenue Received	X Over	Total	X Over Last Year
	OBTAINED	CY 200__	CY 200__	Total	CY200__
	RECEIVED	CY 200__	CY 200__	Match	CY200__
	CLAIMED	CY 200__	CY 200__	CY 200__	CY200__
SOURCE OF MATCH	BARS #				
Federal (Direct)	331				
Federal (Indirect)	333.				
County	337.				
Intergovernmental Services	338				
Sales/Other Services	340 & 341				
Plant/Products Sales/Testing	343				
Checking/Savings Interest	361				
Other Interest	361				
Rental Income	362				
Contributions/Donations	367				
Miscellaneous Revenues	369				
Sale/Loss of Fixed Asset	395				
Interlocal Match	N/A				

CALCULATIONS:				
	Column A	+ Column B	= Total	Column D
TOTALS:	\$	\$	\$	\$

**Instructions:** Read back of this page. Complete only **Column A** if no Crossover Match claimed. Enter Totals on Form A, Summary of Basic Funding Match Claimed.

### Conservation District Treasurer's Certification

*I certify that local match claimed above is accurate and complete to the best of my knowledge. Match is claimed in one year only. Match is documented in district records available for audit or review by the State Auditor, Commission staff, or a financial or program auditor designated by the Commission.*

- ☐ Documentation of **Crossover Match** claim is included.
- ☐ Documentation of **Interlocal Match** is included.

Treasurer \_\_\_\_\_  
(Signature)

(Printed Name)

Conservation District

Date

**Form C2: Basic Funding Match Claimed - Instructions and Definitions**

**Instructions:** Read the definitions below and in **Procedure Manual Section 360 BFM, page 1 - 7**. Enter the amounts and sources of match that you are claiming for this Calendar Year (CY) on Form C1. If you did not claim **Crossover Match** last CY and are not claiming **Crossover Match** this CY, complete only Column A. If you are claiming **Crossover Match** this year, enter in Column B. Add Columns A and B. Enter Totals in Column C. If you claimed **Crossover Match** last year, enter in Column D (**Not** Columns A, B, or C). Attach required **Crossover Match** and **Interlocal Match** documentation. Transfer Column totals and the Total Match Claimed to Form A.

- Basic Funding Match:** State law defines funding match as “**equal to the total moneys obtained by the conservation district from all other sources, other than any grants obtained from the state, during the preceding calendar year.**” (RCW 89.08.410)
- Basic Funding Year:** This is the twelve-month period in which districts receive **Basic Funding**. It is the same period as our state fiscal year that starts July 1 of one calendar year and ends June 30 of the next calendar year. “**FY**” is the common abbreviation for our state fiscal year. This is different from **Matching Year** (see below).
- Crossover Match:** Refers to moneys claimed as match by the district in the year the money was obtained rather than the year received.
- Documentation:** The district must document all claims for match in financial records available for audit. Documentation of **Crossover Match** must be included with the basic funding application in the year **claimed**. Documentation must clearly show the money was obtained by the district in the last calendar year and received before you apply for basic funding. For example, a statement that shows interest accrued last year and paid this year or a letter from the county obligating money last year and proof it was received this year. This is necessary for reconciliation with the district's annual financial report.
- Eligible for Match:** Any money **obtained** by the district from all sources other than any grants obtained by the State during the last calendar year is eligible as basic funding match. See also **Obtained, Received, Claimed** and **Not Eligible for Match** below.
- Interlocal Match** Refers to Goods & Services provided to the district by another governmental agency to be used “in lieu of cash” to meet up to 50% of the match requirement. Requires an “interlocal agreement”. Use Form C3 to report Interlocal Match.
- Matching Year:** The calendar year (**CY**) (January 1 - December 31) is established by the Legislature as the reporting period during which conservation districts may **obtain** match moneys required for basic funding. The **Matching Year** which applies to the current **Basic Funding Year** is January 1-December 31 of last year. See also **Basic Funding Year**.
- Not Eligible for Match:** A district may not claim money already claimed once as basic funding match (such as crossover match claimed last year, reimbursements, refunds, conversion of cash-type assets into another cash-type asset). State agency grants obtained by the district and sales tax collected by the district for the Department of Revenue are not eligible as match.
- Obtained, Received, Claimed:** Based on the state law definition of match, the commission allows districts to claim as match moneys **obtained** in the preceding year. Webster defines obtain as “to gain possession by intention.” Moneys **obtained** in one calendar year and **received** by the district in the next calendar year may be claimed in either (but not both!) calendar years, at the option of the district. See **Crossover Match** above.

## Conservation Commission Basic Funding Match Program

### In-Kind Accounting - Interlocal Costs in Lieu of Cash

\_\_\_\_\_ Conservation District

\_\_\_\_\_ Contributing Governmental Agency for CY 200\_\_

Individual In-Kind Name (Please Print)	Date	Task Description	Miles @ \$.325/mi <sup>1</sup>	Time	Rate <sup>2</sup>	Cash Value
Other In-Kind Name of Contributor	Date	Type of Goods or Services			Rate <sup>3</sup>	Cash Value

<sup>1</sup> Rate applies to CY 2000; Change to \$.345 January 2001  
<sup>2</sup> Individual Rate: Attach Individual Composite Rate Sheets  
<sup>3</sup> Other Rate: Attach Documentation

**TOTAL CASH VALUE THIS PAGE** \_\_\_\_\_  
**CUMULATIVE CASH VALUE (All Pages) TOTAL** \_\_\_\_\_

**WASHINGTON STATE CONSERVATION COMMISSION  
MONEY MANAGEMENT STANDARDS AND CERTIFICATION**

**Instructions:** Enter a "Y" in the boxes below if your district meets a standard. If your district cannot or will not meet a standard, enter a "D" and request a deviation from a standard on the form "Request For Deviation From Management Standards" (Exhibit 340, Section I-A, Page 340-11 & 12). Then check the appropriate box(s) at the bottom of the page. **Your District Treasurer must sign the certification below.**

- ☐ **BARS PROCEDURES** The district follows Budgeting, Accounting, and Reporting, System (BARS) for Conservation Districts procedures. All appropriate transactions go through a checking account. The district uses press printed pre-numbered checks and receipts.
- ☐ **SIGNING CHECKS** Checks require a minimum of two signatures. One signer is a district supervisor, preferably the treasurer. All potential signers are bonded. Checks are signed only after they have been filled out in full.
- ☐ **MONTHLY TREASURER'S REPORT** A complete treasurer's report listing beginning and ending balance and all deposits and checks by number, payee, and purpose is reviewed at every monthly district board meeting; approved by the board; included as part of the district minutes; and forwarded with the minutes each month to the appropriate Conservation Commission Field Operations Manager and also the Commission Olympia Office.
- ☐ **ANNUAL INTERNAL AUDIT** The district performs an annual internal audit. The Results of the annual audit are submitted with the Annual Financial Report. A financial audit performed by the State Auditor's Office or another party designated by the Commission may be substituted for the internal audit.
- ☐ **FINANCIAL AUDITS** The district makes financial records available with reasonable notice to program or fiscal auditors designated by the Commission including, but not limited to, staff from the Commission and the State Auditor's Office. The last Financial Audit was performed \_\_\_\_\_ (date).
- ☐ **SUPPORT DOCUMENT FILES** All support documents such as vouchers, invoices, bills, etc. are filed with district financial records in the conservation district office.
- ☐ **REQUIRED FINANCIAL REPORTS** Financial Reports required by the Commission (including, but not limited to, monthly Treasurer's Report attached to the meeting minutes and the Annual Financial Report) are submitted on time.

**MONEY MANAGEMENT STANDARDS CERTIFICATION STATEMENT**

I certify that the \_\_\_\_\_ Conservation District

- ☐ has met the above listed standards.
- ☐ will meet the above listed standards.
- ☐ has included request(s) for deviation from standards.
- ☐ has submitted required financial reports.

\_\_\_\_\_  
District Treasurer Signature

\_\_\_\_\_  
Date

**WASHINGTON STATE CONSERVATION COMMISSION  
PROGRAM MANAGEMENT STANDARDS AND CERTIFICATION**

**Instructions:** Enter a "Y" in the boxes below if your district meets a standard. If your district cannot or will not meet a standard, enter a "D" and request a deviation from a standard on the form "Request For Deviation From Management Standards" (Exhibit 340, Section I-A, Page 340-11 & 12). Then check the appropriate box(s) at the bottom of the page. **Your District Chairperson must sign the certification below.**

- ☐ **FACILITIES** The district has office space and equipment, and has access to a public meeting room. The facilities are accessible under Americans With Disabilities Act standards.
- ☐ **COMMUNICATIONS** The district has a telephone listed in the local telephone directory and an office sign on the outside of the building. *(In the case of a federal building, the office sign may be inside the building and visible to the public.)*
- ☐ **TRANSPORTATION** The district has a vehicle or access to a vehicle to visit project sites and attend meetings.
- ☐ **PERSONNEL ADMINISTRATION** If the district employs staff, the board has adopted written personnel policies and procedures and the district has the ability to employ, train, and supervise necessary staff. A current copy of the district personnel policies and procedures is on file at the Conservation Commission Office.
- ☐ **BIENNIAL DISTRICT OPERATIONS REVIEW** The district makes operational, program, and grants records available to Commission Field Operations Managers and/or grants staff, or others designated by the Commission. Required once a biennium, the last District Operations Review was conducted \_\_\_\_\_(date).
- ☐ **ELECTIONS AND APPOINTMENTS** The district follows required current elections and appointment policies and procedures.
- ☐ **DISTRICT MEETINGS** The district holds regular meetings, records official actions, and prepares and distributes meeting minutes to the Commission, NRCS, County Extension and County Commissioners.
- ☐ **RECORD OF BOARD ACTIONS** Official board actions follow parliamentary procedures, are reviewed at the end of district meetings by a board member or designee, approved by the board, and included in district minutes.
- ☐ **QUORUM REQUIRED** Official actions taken by the conservation district board of supervisors require a quorum. The presence/absence of a quorum is recorded in district meeting minutes.
- ☐ **REQUIRED ACTIVITY REPORTS** Activity reports required by the *Commission (including, but not limited to, an Annual Plan of Work and Report of Accomplishments, Quarterly Grant Activity reports, and Final Grant Activity reports)* are submitted on time.

**PROGRAM MANAGEMENT STANDARDS CERTIFICATION STATEMENT**

I certify that the \_\_\_\_\_ Conservation District

- ☐ has met the above listed standards.
- ☐ will meet the above listed standards.
- ☐ has included request(s) for deviation from standards.
- ☐ has submitted required activity reports.

\_\_\_\_\_  
District Chair Signature

\_\_\_\_\_  
Date